*IMPORTANT INFORMATION*

Students, please make sure you are submitting ALL required documents correctly and in the proper format.

REQUIRED GRADUATION MATERIALS
Dietrich Graduate School Checklist for PhD Applicants

PhD APPLICANTS:
- ETD approval form (double sided) with original signatures of all committee members.
  - If you have co-chairs – they must both sign in all the places for the chair
    - ELECTRONIC SIGNATURES ARE NOT ALLOWED

- Uploaded file to ETD submission page:
  
  Instructions for ETDs can be found at the following website:
  http://www.pitt.edu/~graduate/etd/

  - at a minimum there must be bookmarks for the following pages in the following order:
    a. title page
    b. abstract
    c. table of contents
    d. list of tables (if there are tables)
    e. list of figures (if there are figures)
    f. list of schemes (if there are schemes)
    g. list of equations (if there are equations)
    h. each chapter
    i. each appendix
    j. bibliography

  - E-mail Philippa Carter after upload is complete at pke3@pitt.edu – YOU MAY UPLOAD A DRAFT OF YOUR ETD AT ANY TIME

- 3 copies of abstract:
  
  - abstract must be double spaced (350 word limit – NO EXCEPTIONS)
    *if the abstract is more than one page, it CANNOT be double sided

  - top of the page must be as follows
    Title
    Student Name, PhD
    University of Pittsburgh, 2xxx (see template)

  http://www.pitt.edu/~graduate/etd/formatguidelineshtml.html#x1-30000 (template)

  - Advisor’s complete name must be TYPED IN THE UPPER RIGHT HAND CORNER– if there are co-chairs both names must be typed
  - Advisor MUST SIGN THEIR INITIALS next to their name on ALL copies– if there are co-chairs they must both initial the abstracts – initials must be original from the chair(s) and not faxed or copies

TURN OVER – CONTINUED ON OTHER SIDE – TURN OVER
2 copies of the title page.

A&S Survey

Survey of Earned Doctorate.

The Survey of Earned Doctorate is submitted online. Please go to the following link: https://sed.norc.org/survey. At the survey registration website, you will be asked to provide your name, institution state (PA), institution name (Univ. of Pittsburgh), school/college (Graduate School), graduation month (April), graduation year (2015), and an e-mail address, then you will go directly to the survey. An e-mail with the URL of the online survey, plus a PIN and password will be sent to you in case you suspend the survey and need to go back in at a later time. When you are ready to submit the survey, you can provide a 2nd e-mail address for notification. Include Philippa Carter (pkc3@pitt.edu) so that she will be sent an e-mail notification once the survey has been submitted.

UMI Publishing Agreement:

**in booklet ‘2010-2011 UMI Publishing Agreement’ (Pages 4-5)

-IF YOU HAVE QUESTIONS ABOUT WHICH ACCESS YOU SHOULD USE PLEASE CONSULT WITH YOUR COMMITTEE CHAIR

-if you choose traditional publishing – you do not pay the $65 fee – that is included in the $85.00 that is paid to the Registrar’s office

-there is a $55 charge to authorize your claim to copyright (page 6) OPTIONAL FEE– (must be in the form of a money order or certified check made payable to PROQUEST)

-there is an additional $95 fee if you wish to have Open Access – OPTIONAL FEE – (must be in the form of a money order or certified check made payable to PROQUEST)

-If you wish to purchase extra copies of your dissertation you can use a credit card.

Receipt for ETD processing:

-pay $85.00 in the Student Payment Center in G-7 Thackeray Hall – if you are not local you can call the student payment center at 412-624-7520 and ask them to assess the fee and then you can pay it on-line. Send me an e-mail at pkc3@pitt.edu if this is the option you choose and I can print out a receipt.